

Think CBT Associate Agreement

Introduction

Think CBT Ltd. is an established independent psychological practice, providing specialist Cognitive Behavioural Therapy services to individuals, businesses, insurance providers, legal establishments and occupational / rehabilitation services.

This agreement outlines the key principles governing the business relationship, standards of professional practice, individual liability, professional indemnity and payment of administrative fees between Think CBT and its Associate Practitioners.

This Associate Agreement does not constitute a contract of employment, business partnership or contract of service, nor does it infer any contractual rights here within.

Key Principles

1. Think CBT will handle all marketing, initial client contact / enquiries, bookings, pre-assessment reports, psychometric assessments, appointment confirmations and client therapy agreements.
2. Think CBT will offer clients to approved Associate Practitioners according to qualifications, experience, geographical location and availability.
3. The Associate Practitioner will complete a brief telephone assessment to ensure that the client's needs can be supported and that they are committed to therapy.
4. Following the confirmation of the client appointment, the Associate will pay to Think CBT the agreed administration fee of £60 for couples. A reduced administrative fee of £50 will be applied for online individual appointments. Payment will be made by the Associate within two working days of the first appointment via direct bank transfer. Failure to pay within a maximum of 5 working days following 2 written requests, will incur a 10% additional admin charge to cover additional costs and time spent.
5. Once the client's details have been passed to the designated associate therapist, responsibility for the client's personal data will pass to that therapist and all other client information held by Think CBT Ltd. will be deleted to avoid duplication of data responsibility. It is the associate's direct responsibility to manage the client's personal data in accordance with the General Data Protection Regulations (GDPR) and to strictly abide by the principles outlined in the Think CBT Ltd. [Privacy Notice](#). The associate therapist must ensure that any client information held in their Think CBT email account is managed or deleted in accordance with GDPR standards.
6. Think CBT is not obliged to offer work to the Associate and the Associate is not required to accept any work offered under this agreement.
7. Professional accountability, liability and indemnity for all client referrals made to the Associate Practitioner via Think CBT shall be the sole responsibility of the named Associate, following their acceptance of the client referral.

8. Think CBT shall not accept responsibility, liability or any losses incurred directly or indirectly by the Associate Practitioner. The Associate is therefore required to maintain evidence of individual professional indemnity in respect of all work undertaken on behalf of Think CBT.
9. Each Associate Practitioner will be engaged on a self-employed basis and individually responsible for the payment of their own taxes, national insurance, business expenses, professional membership fees, room / facility costs, professional indemnity and all other costs directly or indirectly incurred as a result of undertaking clinical work referred via Think CBT.
10. The Associate will be solely responsible for any liability, loss or damage whatsoever arising in connection with the provision of the Services under this agreement.
11. All business undertaken by the Associate Practitioner as referred via Think CBT will be conducted in strict accordance with the standards of conduct and ethics laid down by the British Association of Behavioural and Cognitive Psychotherapy (BABCP).
12. The Associate shall not solicit or endeavour to transfer any clients or contracts referred via Think CBT with the intention of competing for the same business.
13. The Associate shall be responsible for ensuring compliance with the Health and Safety at Work Act 1974, any relevant industrial safety statutes and all regulations made under these Acts.
14. The Associate shall ensure that they are aware of and compliant with the Data Protection Act 1998 and the Data Protection Regulations effective from 25/05/2018. The Associate will be solely responsible for client data and any liability arising in respect of clients referred by Think CBT.
15. This associate agreement may be terminated in writing by either party without notice or reference to conditions.

Acceptance

I agree to comply with the above principles, to maintain the highest standards of professional practice and to protect and uphold the reputation and brand of Think CBT. I also agree that Think CBT can retain my registration form data for the purpose of client referrals.

Name:

BABCP Accreditation Number:

Signature:

Date: